

PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, August 29, 2013 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Fewell, Supervisor Jamir, Supervisor Carpenter, Supervisor De Wane

Excused: Supervisor Steffen

Also Present: Juliana Ruenzel, Brent Miller, Maria Lasecki, Lynn Vanden Langenberg

I. Call to Order.

The meeting was called to order by Chair Steve Fewell at 5:05 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Jamir, seconded by Supervisor Carpenter to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of July 25, 2013.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to approve as read. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public: None.

Supervisor De Wane arrived at 5:10 p.m.

Communications

1. **Communication from Supervisor Robinson re: That the County consider policies and practices making it possible for supervisors to access technology to fulfill their responsibilities (e.g. borrowing laptop computers for watching DVD testimony). *Referred from August County Board.***

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

2. **Resolution re: Change in Table of Organization Corporation Counsel Assistant Corporation Counsel.**

Corporation Counsel Juliana Ruenzel stated that this resolution deals with the Child Support office. She stated that currently there are 2 ½ attorneys in the office and they just hired a half-time attorney to replace a half-time attorney. At one time this half position was a full-time position and at one time there were four full-time attorneys in the Child Support office. What they are trying to do now is make the half-time position a full-time position so they have three full-time positions in the office. Child Support Administrator Maria Lasecki was able to get funding for the position and currently has enough funding to take it full-time through the end of this year as well as through 2014 and 2015. Fewell asked if that was noted in the budget impact and Ruenzel said it was noted on the second to last page of the resolution.

Fewell expressed concern that the resolution did not specify that this position was funded only through 2015. Ruenzel directed Fewell's attention to the last "whereas" clause of the resolution that states, "Whereas, the additional funds needed for the position will be funded by State". Fewell understood that but asked what would happen in 2016 if the State no longer funds this

position. Lasecki stated that her department is subject to this and if that were the case that this would not be funded in 2016 she would be fighting again for the program in the next biennium.

Supervisor Carpenter suggested an amendment be made to the resolution to indicate that funding for this position is secured through 2015. Fewell stated he is trying to save problems when this comes to the full County Board and these questions have to be answered. Ruenzel stated that her feeling is that the Board has control and if funding runs out for this position for 2016 the Board has the control to make this a half-time position or even remove the position. Fewell felt it would be cleaner when we got to County Board to say that we know we have funding through 2015. The Committee agreed.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to amend the resolution by adding on the last "be it further resolved" that that the funds needed for this position will be funded by the State through 2015. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to approve the resolution as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Department Report for July, 2013.

Ruenzel stated she provided this department report because she felt that a lot of supervisors do not know what her office does so she felt she should start providing this report so supervisors get a feel of their daily functions. Carpenter appreciated this and stated that this if the first time he has seen a breakdown of the tasks being worked on by Corporation Counsel. Ruenzel stated she did not think a lot of supervisors understand all of the areas her office touches on during the course of their business.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

4. Budget Status Financial Report for June, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Administrator Summary.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

6. Activity Report for July, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter, to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Interim Directors Report.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration/Technology Services

8. **Budget Status Financial Report – Technology Services – for June, 2013.**

Interim Technology Services Director Brent Miller reported that they have not hired a Technology Services Director, but they have brought on a consultant to review the security regarding HIPAA because the County has until September 23 to be in compliance and avoid astronomical fines. Miller stated that the Equal Rights Department is fining organizations at this time who are not compliant. The consultant that was brought in has been phenomenal to work with and has brought us to a place where we found some holes in the system that need to be closed. These holes were determined through a penetration test. Fewell stated there has to be a hard firewall between the employer and the data and Miller agreed. Miller stated that the holes that were found through the penetration test are being fixed and then another test will be done to be sure that everything is compliant.

Supervisor Jamir asked if our County staff is doing the resolutions of these holes and Miller stated they were. Vanden Langenberg stated that after the appropriate modifications are made the penetration test will be re-run to be sure that the potential for breach has been fixed.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Budget Status Financial Report – Administration – for June, 2013.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. **2013 Budget Adjustment Log.**

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. **Director's Report.**

Director of Administration Brent Miller wished to point out that they are using one aspect of the new software for the budget process this year. The staff in HR have gone above and beyond and Miller's own staff has also gone above and beyond to make sure things progress smoothly.

Fewell asked if the County is evaluating all of the positions in relation to the Affordable Care Act in making sure we are keeping people at the appropriate hours. Miller stated that this was a continual process and they are going through and evaluating the positions. Fewell asked if employees have access to internet and e-mail from home and Miller stated that they do. Fewell questioned if that was something that should be looked at and Miller stated there was a link on the website that allowed employees to log in to their e-mails. Fewell stated that if an employee is reading e-mail from home on their day off it is considered work and could result in problems. Vanden Langenberg stated she was not sure if all employee have access to their e-mail or if it was only salaried employees. Fewell felt this is something that should be looked at to alleviate problems with regard to the Affordable Care Act and hours worked and things of that nature. Miller stated he will find out if hourly employees have access to their e-mail from home and let the Committee know. Miller also stated that they are hiring employees who are at the questionable hour threshold through employment agencies so that it is on the agency and not the County.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk

12. Budget status financial report for July, 2013.

Motion made by Supervisor De Wane, seconded by Supervisor Carpenter to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer – No agenda items.

Other

13. Audit of bills.

Motion made by Supervisor De Wane, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Such other matters as authorized by law.

None.

15. Adjourn.

Motion made by Supervisor Carpenter, seconded by Supervisor Jamir to adjourn at 5:29 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary